**RESETTING YOUR PASSWORD**

Press CRTL ALT DELETE

Log on to the computer with your student number.

Your password is Student1234

Now it says you must change your password.

The new password must be

* 11 characters long (letters or numbers)
* Have one capital letter
* One number

(Remember your password/write it down the first time.)

Press Enter.

Now type the password again.

You should be logged on.

(Note- this log in makes it seem like you are at St. Joe’s. Don’t worry about that. The good thing is you can save documents in Microsoft word and they will be saved to the cloud. If you are working at home, you can access these documents by going to ecsd.net and logging in as a student.)

**SECURITY QUESTIONS**

If you forget your password, there is a way for you to get back into your account but you must set up some questions and answers. Here is how.

Open the internet.

Put in this web address [**https://passwordreset.ecsd.net**](https://passwordreset.ecsd.net)

Now put in your school number.

Click on the My Profile.

Answer the questions. (Remember your answers. ☺)

Save.

Now if you forget your password, you will be asked a question so you can get back into your account.